

ISC Vice-president

Position description:

- Performs duties of President when President unable to do so
- Assists President with co-ordination of the activities, and supervision and administration of the business of the society on behalf of the executive committee
- Assumes position of President when presidential term ends

Reports to:

- ISC President and executive
- ISC membership

Position term:

- 1-2 years (plus 2 years as President and two years as Past President)

Time commitment:

- 3 x 4-hour executive meetings, plus collaborative preparation time
- 2-hour Annual General Meeting, plus collaborative preparation time
- Assisting in managing ongoing business of the society, variable
- Responding to executive and members' enquiries, variable
- Executive e-mail 1 hour per week, variable prior to conference

Skills/Characteristics required:

- Leadership and project management
- Good knowledge of indexing and the indexing community
- Works co-operatively
- Encourages others
- Creative and well-organized
- Effective communicator

Position requirement:

- ISC member

Tools requirement:

- Internet access

Position limitations:

- ISC Constitution, articles, and bylaws

Learning opportunities:

- Consolidation of co-ordination and project management skills

Training:

- Handover from previous Vice-president/new President, and continuous collaboration with President

Benefits:

- National networking opportunity
- Service to and promotion of professional association
- Recognition by peers
- Cross-sharing of ideas and experiences

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